

## Job Vacancy – Assistant Chef

**Open To:** All Candidates

**Position:** Assistant Chef

**Opening Date:** August 21, 2013

**Closing Date:** September 9, 2013 (Close of Business)

**Starting Salary:** C\$40,525.00 per year

The U.S. Embassy in Ottawa is seeking an Assistant Chef to work in the official Residence of the U.S. Ambassador. The estimated start date is November 1, 2013.

### **Duties:**

The incumbent is responsible for assisting the Chef with meal preparation at the Ambassador's Residence and maintenance of the kitchen area. The Assistant Chef assists with the preparation of meals for the Ambassador and his/her family, and also for all official functions. Jobholder may assist the chef with the purchase of food and kitchen supplies. Jobholder is responsible for the cleaning of the kitchen area and all related equipment. The Assistant Chef is the backup for the primary Chef in his/her absence and will perform other duties as assigned.

### **Work Hours:**

44 hours per week. Must have flexibility as far as work schedule which will vary depending upon what official and private functions are scheduled.

### **Qualifications:**

At least three years cooking and food preparation experience either in institutional, catering or hospitality services. Must have fluent English and some knowledge of French to include the ability to read and interpret documents such as recipes, menu print outs, all Food Pro documentation, safety rules, operating and maintenance instructions, and policy/procedure manuals. While performing the duties of this job, the employee is regularly required to stand, walk, and reach with hands and arms. The employee frequently is required to: stoop, kneel, crouch, or crawl; hear; and taste or smell. The employee is occasionally required to sit, climb or balance. The employee must regularly lift and/or move up to 60 pounds. Incumbent must be able to perform all duties in a courteous and conscientious manner, displaying a positive attitude at all times.

### **Other selection criteria:**

Must be able to obtain security and medical clearances.  
Must have legal residence status in Canada.

**Application Procedures:**

Applications in the form of a resume must be submitted by fax to the Human Resources Office at the U.S. Embassy by the deadline. At least three references must be included with the application. Applicants must address the qualifications required in this announcement in their applications. Send resumes by mail, email or fax to:

The Human Resources Office  
U.S. Embassy  
490 Sussex Dr.  
Ottawa, ON  
K1N1G8

Fax: (613) 688-3055

Email: [OttawaHR@state.gov](mailto:OttawaHR@state.gov)